

**WYOMING LIQUOR DIVISION
REPORT OF INSPECTION
AND**

(As Invoiced)

CLAIM FOR CONCEALED LOSS OR DAMAGE

LICENSEE: CUSTOMER NUMBER: _____ NAME: _____
 ADDRESS: _____
 LOCATION: _____, WYOMING

To save time issuing credit due, LICENSEE please fill in appropriate Vendor Rep information.

Signature of Vendor Representative acknowledges receipt and removal of merchandise listed and approves claim for credit.

REPRESENTATIVE NUMBER: _____

NAME: _____

SIGNATURE: _____

DATE: ____ / ____ / ____.

---W.L.D. OFFICE USE ONLY---

WLD Agent: _____ Date: ____ / ____ / ____.

---DISPOSITION OF RETURNED MERCHANDISE---

☐ DESTROYED

☐ RETURNED

W.L.D. Remarks: _____

Quantity Claimed	Code	Size	Description of Article	LOSS/DAMAGE Description	Invoice Number	Invoice Date	

LOSS OR PILFERAGE: Upon delivery, was container ☐ sealed; ☐ open; ☐ or re-boxed?

I, or we, hereby make further statement that the above and foregoing claim is just and correct and has not been paid, nor any part thereof, by the State of Wyoming, or the Wyoming Liquor Division or any other person.

Date: _____ Licensee or Authorized Signature: _____

 (CUT ALONG DOTTED LINE AND MAINTAIN LOWER PORTION FOR YOUR RECORDS)

Quantity Claimed	Code	Size	Description of Article	LOSS/DAMAGE Description	Invoice Number	Invoice Date	

LOSS OR PILFERAGE: Upon delivery, was container ☐ sealed; ☐ open; ☐ or re-boxed?

IMPORTANT - READ INSTRUCTIONS - INCOMPLETE FORMS CANNOT BE ACCEPTED

1. The licensee must completed this claim form. Most important is the **required** information in the shaded areas. Claims over six (6) months old will not be honored.
2. Only those items handled by a single representative may be on one form. Please match Representative Codes with the Representative Names in the price list carefully for the speedy approval and disposition of **your claim**.
3. All claimed items and forms must be retained for collection by Wyoming Liquor Division Agent or authorized WLD Personnel.
4. BROKEN BOTTLES - Any claim for broken bottles must be **filed with the carrier - NOT the Wyoming Liquor Division**.
5. MISSING BOTTLES - The **original carton(s)** must be retained for inspection purposes.
6. MISORDER/MISSHIPMENT - Must be **reported immediately upon receipt** of the merchandise, no claim form is necessary.
7. Claims for Special Ordered Merchandise are subject to approval of the Supplier and credit will not be issued until payment is received from them.